

# DEVELOPMENT SUBMITTAL FORM

## Carteret County Department of Planning and Development

Main Office: Courthouse Square - Beaufort, NC 28516-1896

Tel: (252) 728-8545

Fax: (252) 728-6643

Western Office: 701 Cedar Point Blvd. - Cedar Point, NC 28584-8013

Tel: (252) 222-5833

Fax: (252) 393-3205

**All fees must accompany this form and checklist**

PROPERTY or DEVELOPMENT NAME: \_\_\_\_\_

ADDRESS and PIN(s): \_\_\_\_\_

APPLICANT: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_

PHONE # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### PLEASE CHECKMARK ALL APPLICABLE ITEMS

**SUBMITTING FOR:** ☐ In-house review ☐ TRC\* ☐ PC ☐ ZBoA ☐ Other \_\_\_\_\_

\* TRC meetings are held in the Planning Department's 2<sup>nd</sup> floor Conference Room. If you need special accommodations, please let us know.

**SUBDIVISIONS:** Acres \_\_\_\_\_ Lots \_\_\_\_\_

☐ **Exemption to the Subdivision Regulations**

☐ **Lot Split** ☐ Completed and signed copies of Appendices A and B

☐ **Alternative Access Subdivision** ☐ Mylar + dxf or dwg file

☐ Completed and signed copies of Appendices A and B

☐ Access Easement

☐ Family Subdivision

☐ Private Lane

☐ Flag Lot

☐ **Sketch Plan** ☐ Completed and signed copy of Appendix A

☐ Minor Subdivision

☐ Major Subdivision ☐ Paper + pdf or jpeg

☐ Planned Conservation Development ☐ Paper + pdf or jpeg

☐ **Preliminary Plat**

☐ Completed and signed copies of Appendices A and B

☐ Minor Subdivision

☐ Major Subdivision ☐ Paper + pdf or jpeg

☐ Planned Conservation Development ☐ Paper + pdf or jpeg

☐ Preliminary Plat Approval Extension

☐ **Final Plat** ☐ Mylar + dxf or dwg file

☐ Performance Guarantee Processing

☐ Performance Guarantee Extension

☐ Final Plat Approval Extension

☐ Recreation Fee (Amount \$ \_\_\_\_\_ and District # \_\_\_\_\_)

### ALL OTHER PLANNING AND ZONING MATTERS

☐ **ABC Permit Zoning Review**

☐ **Airport Height Limits Permit:** Proposed height = \_\_\_\_\_

☐ **Appeal of an Administrative Decision**

☐ **Communication Tower:** Height = \_\_\_\_\_

☐ Exemption

☐ Consultant Fees

☐ Tower

☐ Co-Location

☐ Performance & Removal Surety Processing

☐ Temporary Use ☐ Meteorological Tower

☐ **Conditional Use Rezoning:** District \_\_\_\_\_ Use \_\_\_\_\_

☐ **Group Housing Development:** Acres \_\_\_\_\_ Units \_\_\_\_\_

☐ Preliminary Plan ☐ Paper + pdf or jpeg

☐ Final Plan and Permit

☐ Final Plan Amendment or Revision

☐ **MH Park or RV Park Preliminary Plan:** Spaces \_\_\_\_\_

☐ Preliminary Plan ☐ Paper + pdf or jpeg

☐ Preliminary Plan Approval Extension

☐ Final Plan and Permit

☐ Final Plan Amendment or Revision

☐ Triennial Park Inspection

☐ **Ordinance Interpretation**

☐ **Planned Unit Development:** Acres \_\_\_\_\_ Units \_\_\_\_\_

☐ Regular ☐ Paper + pdf or jpeg

☐ Flexible ☐ Paper + pdf or jpeg

☐ **Rezoning from** \_\_\_\_\_ **to** \_\_\_\_\_

☐ **Road Abandonment**

☐ **Road Addition**

☐ **Sign Permit:** Square Feet \_\_\_\_\_

☐ **Special Use Permit for** \_\_\_\_\_

☐ **Text Amendment**

☐ **Variance**

☐ **Wind Energy Facility:** kW \_\_\_\_\_ Height \_\_\_\_\_

☐ Temporary Pole or Tower ☐ Small System

☐ Large System ☐ Utility-scale

☐ Performance & Removal Surety Processing

☐ **Other:** \_\_\_\_\_

#### Staff Use Only:

Amount Paid: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

Rec'd by: \_\_\_\_\_